

CCOAS Equality, Diversity and Inclusion Policy

CCOAS is committed to the principle of equal opportunity, diversity and inclusion aiming to provide equal opportunities for all students, regardless of their abilities, backgrounds, or needs. This means ensuring that every student has access to high-quality education, tailored support, and the necessary resources to succeed academically. By removing barriers to learning and providing appropriate accommodations, teachers can create an inclusive environment that allows all students to thrive.

Under the Equality Act 2010 CCOAS has a duty to ensure that no discrimination towards staff and students arises and, accordingly, no current or prospective student will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, sex or marital status or sexual orientation.

The objective of this policy is to ensure that individuals are treated solely on the basis of their relevant aptitudes, skills and abilities. There may be times when we will treat people differently to strive for an equitable outcome.

Discrimination may occur in the following forms:

- Direct discrimination - this is treating someone less favourably because of a protected characteristic. An example of this is paying someone less because of their gender or because they belong to a particular racial group. 'Because of' is very wide and includes less favourable treatment based on a perception of another person, for example that the person is gay, or is disabled, whether or not this perception is correct and even if the perpetrator knows that their perception is, in fact, wrong. It also includes less favourable treatment because someone is associated with another person who has a protected characteristic.
- Indirect discrimination - this is treating people in the same way but in a way which adversely affects those with a protected characteristic. An example of this is telling all employees that they have to work late at night. Although applied to everyone, this policy may adversely affect those employees with childcare responsibilities, and statistically women often bear more of these responsibilities.
- Victimisation - this is treating someone less favourably because they have asserted their right not to be discriminated against because of a protected characteristic. An example of this would be an employee claiming that they had been discriminated on the grounds of their disability and then their manager deciding when they left not to give them a reference because they had claimed disability discrimination.
- Harassment - this is unwanted conduct, related to a protected characteristic, which has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for someone or violating their dignity. Harassment may also be of a sexual nature or may occur because someone has harassed the victim and the victim either rejects or submits to it and, because of that rejection or submission, that person treats the victim less favourably.

Students who have been identified at induction stage as requiring reasonable adjustments will be accommodated where reasonably possible. Students can apply for reasonable adjustments or special considerations when sitting examinations and similar tasks. (See Reasonable adjustments section within the Assessment and Academic Integrity Policy)

Students must ensure that they make the college aware of any such requirement, to allow the college to be able to complete the necessary documentation in a timely manner to ensure that such adjustments can be made.

CCOAS is also committed to the principle of equal opportunity in employment; therefore recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, trade union membership or non-membership, sex

or marital status or sexual orientation. This ensures that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

All CCOAS staff, Clinical Coaches and CCOAS students are asked to ensure that equal opportunity is promoted when dealing with others.

CCOAS students will be treated equally in respect of learning and assessment opportunities. Assessment techniques and strategies recognise different styles of learning and reasonable adjustments to assessment arrangements will be made available based upon identified needs.

CCOAS management has the primary responsibility for the successful implementation of the policy by:

- Ensuring our recruitment and selection process is fair, consistent and transparent and that job opportunities are accessible to as wide and diverse an audience as possible
- Not discriminating in the course of employment against fellow employees or job applicants
- Providing a working environment where everyone is treated with dignity and respect, free from any form of inappropriate behaviour and ensuring mechanisms are in place to deal with all forms of harassment and bullying
- Implementing reasonable adjustments in the working and learning environment. Striving to identify and meet different work and study-related needs such as providing physical adaptations or equipment and reviewing working arrangements for people with disabilities
- Providing family leave and flexible working policies and guidance where it is feasible within their job role and responsibilities
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- Raising awareness to all new staff of this policy in the induction programme
- Not inducing or attempting to induce others to practise unlawful discrimination
- Bringing to the attention of employees that they will be subject to disciplinary action for failure to adhere to the policy

Individual employees have the responsibility to ensure that they assist CCOAS in achieving these objectives by:

- Not discriminating in the course of employment against fellow employees, customers, suppliers or members of the public with whom they come into contact during the course of their duties
- Not inducing or attempting to induce others to practise unlawful discrimination
- Reporting any discriminatory action to the Head of Learning

To ensure the successful implementation of equal opportunities, each employee has an obligation to report any act of discrimination known to them.

Any employee who considers that he or she is a victim of unlawful discrimination and treated unfairly must raise the issue with the HR Manager who will discuss, in confidence, the situation and agree a course of action.

Any student who considers that he or she is a victim of unlawful discrimination and treated unfairly must raise the issue with a member of staff who will discuss, in confidence, the situation and agree a course of action.

All staff and students are made aware of this policy as part of their inductions, student/staff policies' handbooks and reinforced throughout the training programme as part of the Professional Development calendar where protected characteristics are highlighted. It is available to staff,

students and their employers through Moodle and it is reviewed and updated yearly or in accordance with changes to legislation as appropriate.

Widening participation

CCOAS is committed to equality of opportunity and strives to always work within current legislation requirements encouraging widening participation to access, achievement and progression of those groups often under-represented in further education. The Disability and Discrimination Policy and the Student Admissions and Enrolment Policy should also be referred to.

Further information and resources

Central Qualifications Equality, Diversity and Inclusion policy:

https://cqual.org/knowledge-base/resources/policies/equality-diversity-and-inclusion-policy/?seq_no=2

RCVS embracing people with disabilities in the veterinary profession:

[Reasonable adjustments for student vets - Professionals](#)

Contact us

If you have any queries about the contents of the policy, please contact us on 01473 555050 or via email on enquires@ccoas.org.uk

Authorised by	Sol Indurain 	Role	Head of Quality and Improvement
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